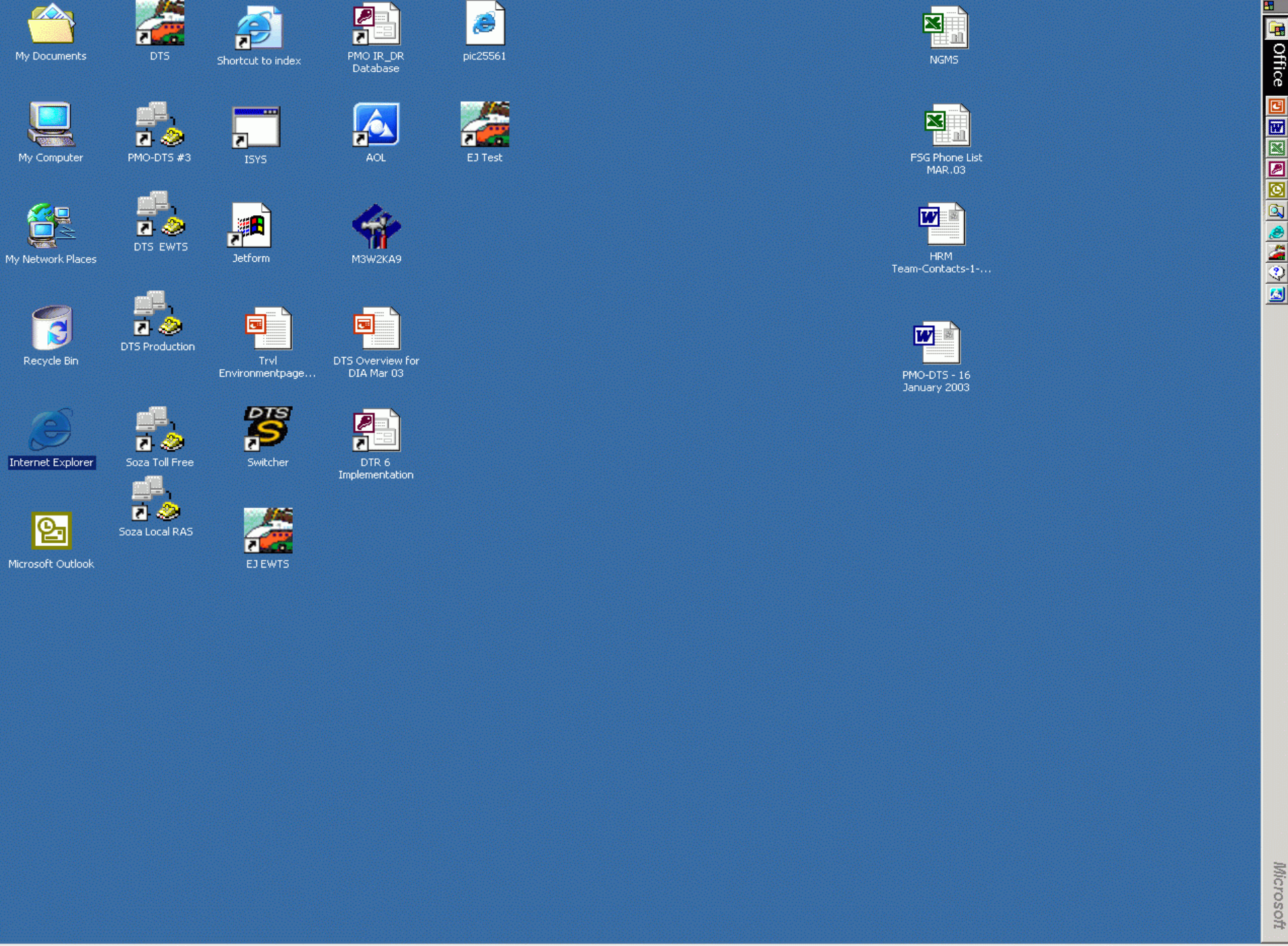


Defense Travel System



Travel Claim Demonstration

Program Management Office-Defense Travel System



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Defense Travel System

A New Era of Government Travel

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Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.



DTS is Available

Click on the icon to the left for details

Recent Updates

Here You'll Find Quick Links to Recently Added or Updated Documents on the DefenseTravel Site...

➤ Bulletin 0045 - 13 May 2003

➤ Notification 05/14/03 - Scheduled Maintenance

➤ Notification 05/05/03 - The Enhanced Jefferson (EJ) DTS Enterprise Web Training System (EWTS)

BETA VERSION

First Time Users

Click below to learn more about DTS and the tools required for use.

[LEARN MORE](#)

Training

Click below to login to the BETA Enterprise Wide Training System

[EWTS](#)

Login to DTS

Click below to begin using the Defense Travel System (DTS)

[LOG IN](#)

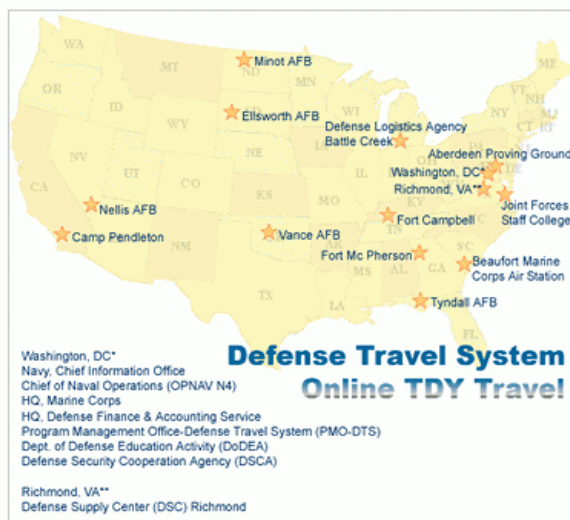
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Read the Latest News About the Defense Travel System.

➤ [Automated Booking System Open To More Defense Travelers](#)

➤ [New Travel System Speeds Up Getting There And Back](#)



Defense Travel System
A New Era of Government Travel

Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.

This is a DoD interest computer system. All DoD interest computing systems and related equipment are intended for the communication, transmission, processing, and storage of official U.S. Government or other authorized information only. All DoD interest computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. Any user of a DoD interest computer system should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.

If monitoring of this or any other DoD interest computer system reveals possible evidence of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this or any other DoD interest computer system reveals any violations of security regulations or unauthorized use, employees who violate security regulations or make unauthorized use of DoD interest computer systems are subject to appropriate disciplinary action.

ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

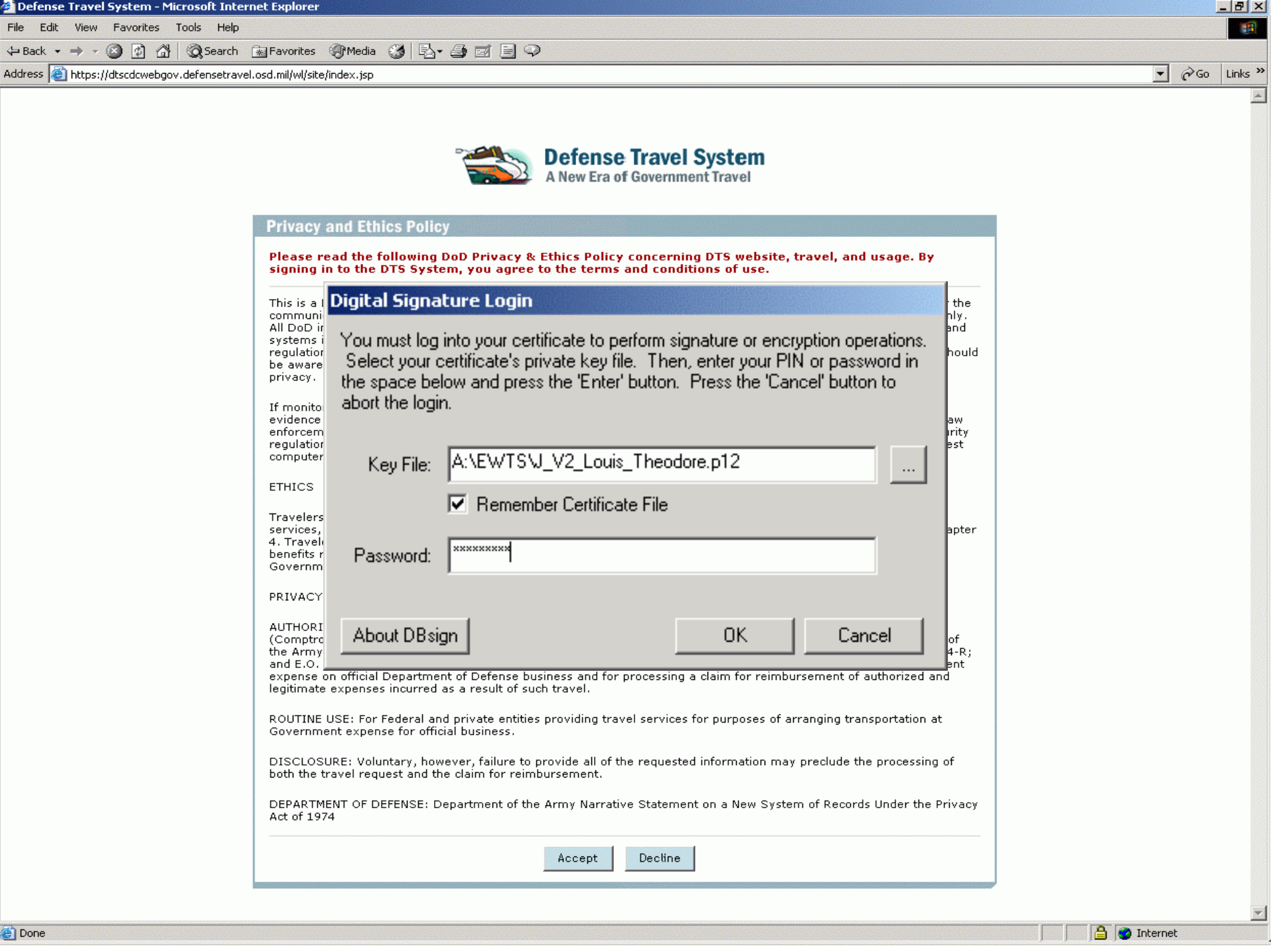
PRIVACY ACT

AUTHORITY: 5 U.S.C 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). **PRINCIPAL PURPOSE(S):** To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974



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Defense Travel System

A New Era of Government Travel

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Welcome Louis Theodore

Organization: HPMO1
Org Access: HPMO1
Group Access: HPMO1
Permission: 0,1,5,6

Message Center

The Enhanced Jefferson (EJ) DTS Enterprise Web Training System (EWTS) Reference: DTS Notification May 6, 2003, on the availability of EJ EWTS. On May 7, the version of EJ EWTS was upgraded to RC-4. A new RC-4 known problem list will replace the RC-1 list and is available from the DTS Self Support section on the Defense Travel System Web Site

My Documents Requiring Attention

Document Name	Awaiting Status	Departure Date	Type
LTHONOLULUINC061603_A01	SIGNED	06/16/03	AUTH
LTDENVERCO062303_A01	PAYMENT SUBMITTED	06/23/03	AUTH
LTDENVERCO081103_A01	AUTH 24 HOUR PASSED	08/11/03	AUTH
LTDENVERCO081103_V01	PAYMENT SUBMITTED	08/11/03	VCH

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Louis Theodore

HPMO1

Org Access: HPMO1

Group Access: HPMO1

Permission: 0,1,5,6

My Documents Requiring Attention

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LTDENVERCO081103_V01	PAYMENT SUBMITTED	08/11/03	VCH

Message Center

The Enhanced Jefferson (EJ) DTS Enterprise Web Training System (EWTS) Reference: DTS Notification May 6, 2003, on the availability of EJ EWTS. On May 7, the version of EJ EWTS was upgraded to RC-4. A new RC-4 known problem list will replace the RC-1 list and is available from the DTS Self Support section on the Defense Travel System Web Site

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Screen ID: 1001.3

[Close Window](#)Traveler Name: [Louis Theodore](#)

Document Type: Voucher

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Defense Travel System

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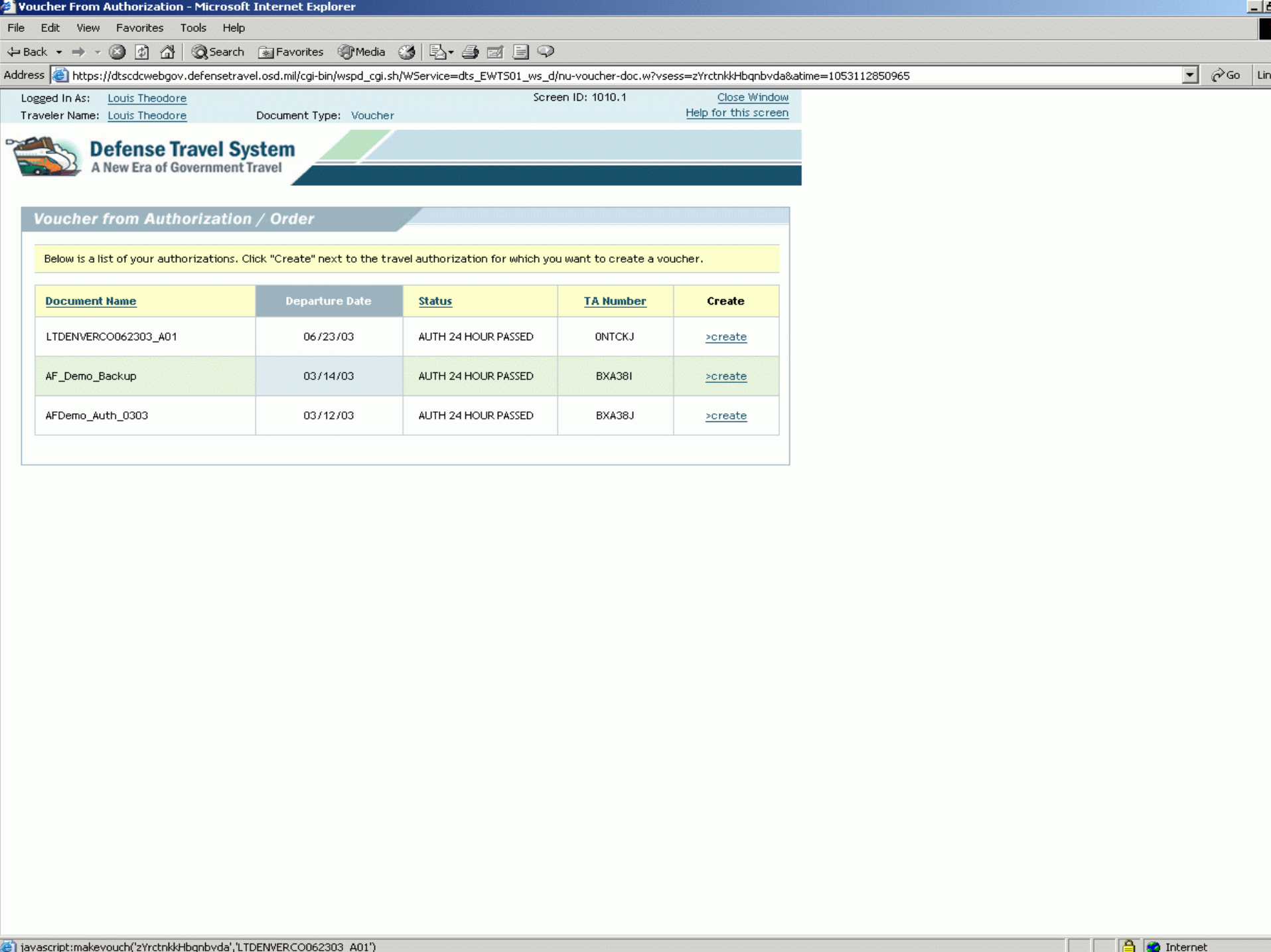
Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

> [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
LTDENVERCO081103_V01	08/11/03	PAYMENT SUBMITTED	ONTCJD	> view	> print		> amend
AF_Demo_03112003	03/14/03	SIGNED	BXA38K	> view/edit	> print		
LTNASH110502	11/05/02	CREATED	BXA1C5	> edit	> print	> remove	
TWtest110502	11/05/02	CREATED	BXA1CR	> edit	> print	> remove	



Voucher from Authorization / Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

Document Name	Departure Date	Status	TA Number	Create
LTDENVERCO062303_A01	06/23/03	AUTH 24 HOUR PASSED	ONTCKJ	>create
AF_Demo_Backup	03/14/03	AUTH 24 HOUR PASSED	BXA38I	>create
AFDemo_Auth_0303	03/12/03	AUTH 24 HOUR PASSED	BXA38J	>create

Logged In As: [Louis Theodore](#)

Document Name: LTDENVERCO062303_V01

Screen ID: 1039.1

[Close Window](#)Traveler Name: [Louis Theodore](#)

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[Trip Overview](#)[Per Diem Locations](#)

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your residence or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A **Red Star** (*) indicates a required field.

*Select a Location:-OR- *Enter a Starting Point:

RES: BURKE, VA

*Start Date(mm/dd/yyyy): 06/23/2003



Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.

*Select a Location:-OR- *Enter an Ending Point:

RES: BURKE, VA

*End Date(mm/dd/yyyy): 06/27/2003



Other Trip Information

Please Note: A **Red Star** (*) indicates a required field.

*Trip Type:

Trip Description (optional):

*Trip Purpose:

*Trip Duration:

☐ 12 Hours or Less☐ >12 - 24 Hours - With Lodging☐ >12 - 24 Hours - No Lodging☒ Multi-Day

Trip Summary

Overall Starting Point

Leave From: **RES: BURKE, VA**
Leave: 23-Jun-03

[Edit](#)

Location 1: DENVER, CO

Leave From: **RES: BURKE, VA**
TDY/TAD Loc: **DENVER, CO**
Arrive: 23-Jun-03
Leave: 27-Jun-03

[Edit](#)

Carrier/Flight: United Airlines Inc. (UA) 1135
Depart: 0900 - 23-Jun-03 - IAD-Washington, Dc (Usa) (Dulles Apt)
Arrive: 1031 - 23-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'L Apt)

[Edit](#)[Remove](#)

Carrier/Flight: Northwest Airlines (NW) 7762
Depart: 0945 - 27-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'L Apt)
Arrive: 1435 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)

[Edit](#)[Remove](#)

Carrier/Flight: Northwest Airlines (NW) 5224
Depart: 1600 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)
Arrive: 1712 - 27-Jun-03 - IAD-Washington, Dc (Usa) (Dulles Apt)

Rental Car: ADVANTAG
Pick-Up: 23-Jun-03 1130
Drop-Off: 27-Jun-03 1800

[Edit](#)[Remove](#)

Lodging: Ramada Limited
Check-In: 23-Jun-03
Check-Out: 27-Jun-03

[Edit](#)[Remove](#)

Overall Ending Point InformationPlease Note: A **Red Star** (*) indicates a required field.

*Select a Location:-OR- *Enter an Ending Point:

RES: BURKE, VA

*End Date(mm/dd/yyyy): 06/27/2003

**Other Trip Information**Please Note: A **Red Star** (*) indicates a required field.

*Trip Type:

Trip Description (optional):

*Trip Purpose:

*Trip Duration:

☐ 12 Hours or Less☐ >12 - 24 Hours - With Lodging☐ >12 - 24 Hours - No Lodging☒ Multi-Day

Authorization Number:

ONTCKJ

Authorization Date:

05/16/2003



(mm/dd/yyyy)

Trip Number:

1

Comments for Travel Order:

[Proceed to Per Diem Locations](#)

	Denver, Co (Usa) (Denver Int'L Apt)	
Carrier / Flight:	Northwest Airlines (NW) 7762	Edit
Depart:	0945 - 27-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'L Apt)	Remove
Arrive:	1435 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)	
Carrier / Flight:	Northwest Airlines (NW) 5224	
Depart:	1600 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)	
Arrive:	1712 - 27-Jun-03 - IAD-Washington, Dc (Usa) (Dulles Apt)	
Rental Car:	ADVANTAG	Edit
Pick-Up:	23-Jun-03 1130	Remove
Drop-Off:	27-Jun-03 1800	
Lodging:	Ramada Limited	Edit
Check-In:	23-Jun-03	Remove
Check-Out:	27-Jun-03	

Overall Ending Point

Leave From: **DENVER,CO**
Return Loc: **RES: BURKE, VA**
Arrive: 27-Jun-03

[Edit](#)

Proceed to the following page:

Per Diem Locations (TDY/T)

[Continue](#)

Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.

*Select a Location: -OR- *Enter an Ending Point:

RES: BURKE, VA

*End Date(mm/dd/yyyy): 06/27/2003 

Other Trip Information

Please Note: A **Red Star** (*) indicates a required field.

*Trip Type:

AA-ROUTINE TDY/TAD 

Trip Description (optional):

*Trip Purpose:

TRAINING ATTENDANCE 


*Trip Duration:

☐ 12 Hours or Less☐ >12 - 24 Hours - With Lodging☐ >12 - 24 Hours - No Lodging☒ Multi-Day

Authorization Number:

ONTCKJ

Authorization Date:

05/16/2003 

(mm/dd/yyyy)

Trip Number:

1

Comments for Travel Order:

Proceed to Per Diem Locations

Arrive:	1031 - 23-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'L Apt)	
Carrier/Flight:	Northwest Airlines (NW) 7762	Edit
Depart:	0945 - 27-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'L Apt)	Remove
Arrive:	1435 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)	
Carrier/Flight:	Northwest Airlines (NW) 5224	
Depart:	1600 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)	
Arrive:	1712 - 27-Jun-03 - IAD-Washington, Dc (Usa) (Dulles Apt)	
Rental Car:	ADVANTAG	Edit
Pick-Up:	23-Jun-03 1130	Remove
Drop-Off:	27-Jun-03 1800	
Lodging:	Ramada Limited	Edit
Check-In:	23-Jun-03	Remove
Check-Out:	27-Jun-03	

Overall Ending Point

Leave From:	DENVER,CO	Edit
Return Loc:	RES: BURKE, VA	
Arrive:	27-Jun-03	

Per Diem Locations (TDY/TA)

Travel - Air
Travel - Lodging
Travel - Rental Car
Travel - Rail
Other Transportation
Expense - Non-Mileage
Expense - Mileage
Accounting Codes
Profile
Per Diem Entitlements

Per Diem Locations (TDY/T.

Proceed to the following page:

Continue

rental reservations.

Leave From:	RES: DURKE, VA	EDUC
Leave:	23-Jun-03	

Leave From:	RES: BURKE, VA	Edit
TDY/TAD Loc:	DENVER,CO	
Arrive:	23-Jun-03	
Leave:	27-Jun-03	

Carrier /	United Airlines Inc.	Edit
Flight:	(UA) 1135	
Depart:	0900 - 23-Jun-03 - IAD- Washington, Dc (Usa) (Dulles Apt)	Remove
Arrive:	1031 - 23-Jun-03 - DEN- Denver, Co (Usa) (Denver Int'L. Apt)	

Carrier /	Northwest Airlines	Edit
Flight:	(NW) 7762	
Depart:	0945 - 27-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'L Apt)	Remove
Arrive:	1435 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)	

Carrier/	Northwest Airlines
Flight:	(NW) 5224
Depart:	1600 - 27-Jun-03 - CLE- Cleveland, Oh (Usa) (Hopkins Apt)
Arrive:	1712 - 27-Jun-03 - IAD- Washington, Dc (Usa) (Dulles Apt)

Rental Car:	ADVANTAG	Edit
Pick-Up:	23-Jun-03 1130	Remove
Drop-Off:	27-Jun-03 1800	

Lodging:	Ramada Limited	Edit
Check-In:	23-Jun-03	Remove
Check-Out:	27-Jun-03	

Leave From:	DENVER,CO	Edit
Return Loc:	RES: BURKE, VA	
Arrive:	27-Jun-03	

Proceed to the following page:

Expense - Non-Mileage

Continue

Lodging:	Ramada Limited	Edit
Check-In:	23-Jun-03	Remove
Check-Out:	27-Jun-03	

Logged In As: [Louis Theodore](#) Document Name: LTDENVERCO062303_V01 Screen ID: 1097.1 [Close Window](#)
Traveler Name: [Louis Theodore](#) Document Type: Voucher [Help for this screen](#)



[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Air](#) [Lodging](#) [Rental Car](#) [Rail](#) [Other Trans.](#)

Rental Car

Use this screen to save the selected rental car.

TDY/TAD Location: DENVER,CO
Pick-Up Date: 23-Jun-03
Pick-Up Time: 1130
Drop-Off Date: 27-Jun-03
Drop-Off Time: 1800

Rental Car Selected

\$ 296.00 (not including taxes or fees)

Rental Car: **ADVANTAG**

Car Class: **Minivan**

Location: **DEN-Denver, Co**








Rental rate shown does not include the Gov't

Admin. Rate Suppl. fee of \$5 per day.

Restrictions: DAILY UNLIMITED MILES/KILOMETERS, EXTRA DAY 74.00 USD
UNLIMITED MILES, EXTRA HOUR 15.00 USD UNLIMITED MILES

Enter the following details:

Pick-Up Date: 
Pick-Up Time: 
Drop-Off Date: 
Drop-Off Time: 
Cost:
Method of Reimbursement: 

Comments to the Travel Agent:

➔ Cheapest on airport vendor - have lot of conference materials to load

[Save Selected Car](#)

Trip Summary

Overall Starting Point

Leave From: **RES: BURKE, VA** [Edit](#)
Leave: 23-Jun-03

Location 1: DENVER,CO

Leave From: **RES: BURKE, VA** [Edit](#)
TDY/TAD Loc: **DENVER,CO**
Arrive: 23-Jun-03
Leave: 27-Jun-03

Carrier/Flight: United Airlines Inc. (UA) 1135 [Edit](#)
Depart: 0900 - 23-Jun-03 - IAD-Washington, Dc (Usa) [Remove](#)
(Dulles Apt)
Arrive: 1031 - 23-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'l. Apt)

Carrier/Flight: Northwest Airlines (NW) 7762 [Edit](#)
Depart: 0945 - 27-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'l. Apt) [Remove](#)
Arrive: 1435 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)

Carrier/Flight: Northwest Airlines (NW) 5224
Depart: 1600 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)
Arrive: 1712 - 27-Jun-03 - IAD-Washington, Dc (Usa) (Dulles Apt)

Rental Car: ADVANTAG [Edit](#)
Pick-Up: 23-Jun-03 1130 [Remove](#)
Drop-Off: 27-Jun-03 1800

Lodging: Ramada Limited [Edit](#)
Check-In: 23-Jun-03 [Remove](#)
Check-Out: 27-Jun-03

Rental Car

Use this screen to save the selected rental car.

TDY/TAD Location: DENVER,CO
Pick-Up Date: 23-Jun-03
Pick-Up Time: 1130
Drop-Off Date: 27-Jun-03
Drop-Off Time: 1800

Rental Car Selected

\$ 420.00 (not including taxes or fees)

Rental Car: ADVANTAG
Car Class: Minivan
Location: DEN-Denver, Co
Rental rate shown does not include the Gov't
Admin. Rate Suppl. fee of \$5 per day.
Restrictions: DAILY UNLIMITED MILES/KILOMETERS, EXTRA DAY 74.00 USD
UNLIMITED MILES, EXTRA HOUR 15.00 USD UNLIMITED MILES

Enter the following details:

Method of Reimbursement: GOVCC

Comments to the Travel Agent:

Trip Summary

Overall Starting Point

Leave From: RES: BURKE, VA
Leave: 23-Jun-03

Location 1: DENVER,CO

Leave From: RES: BURKE, VA
TDY/TAD Loc: DENVER,CO
Arrive: 23-Jun-03
Leave: 27-Jun-03

Carrier / Flight: United Airlines Inc. (UA) 1135
Depart: 0900 - 23-Jun-03 - IAD-Washington, Dc (Usa) (Dulles Apt)
Arrive: 1031 - 23-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'L. Apt)

Carrier / Flight: Northwest Airlines (NW) 7762
Depart: 0945 - 27-Jun-03 - DEN-Denver, Co (Usa) (Denver Int'L. Apt)
Arrive: 1435 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)

Carrier / Flight: Northwest Airlines (NW) 5224
Depart: 1600 - 27-Jun-03 - CLE-Cleveland, Oh (Usa) (Hopkins Apt)
Arrive: 1712 - 27-Jun-03 - IAD-Washington, Dc (Usa) (Dulles Apt)

Rental Car: ADVANTAG
Pick-Up: 23-Jun-03 1130
Drop-Off: 27-Jun-03 1800

Lodging: Ramada Limited
Check-In: 23-Jun-03
Check-Out: 27-Jun-03

TDY/TAD Location: DENVER,CO

Pick-Up Date: 23-Jun-03

Pick-Up Time: 1130

Drop-Off Date: 27-Jun-03

Drop-Off Time: 1800

Rental Car Selected**\$ 420.00** (not including taxes or fees)Rental Car: **ADVANTAG**Car Class: **Minivan**Location: **DEN-Denver, Co**

Rental rate shown does not include the Gov't

Admin. Rate Suppl. fee of \$5 per day.

Restrictions: DAILY UNLIMITED MILES/KILOMETERS, EXTRA DAY 74.00 USD
UNLIMITED MILES, EXTRA HOUR 15.00 USD UNLIMITED MILES

Enter the following details:

→ Method of Reimbursement: GOVCC

Comments to the Travel Agent:

→

Leave From:	RES: BURKE, VA	Edit
Leave:	23-Jun-03	

Location 1: DENVER,CO

Leave From:	RES: BURKE, VA	Edit
TDY/TAD Loc:	DENVER,CO	
Arrive:	23-Jun-03	
Leave:	27-Jun-03	

Carrier/	United Airlines Inc.	Edit
Flight:	(UA) 1135	
Depart:	0900 - 23-Jun-03 - IAD- Washington, Dc (Usa) (Dulles Apt)	Remove
Arrive:	1031 - 23-Jun-03 - DEN- Denver, Co (Usa) (Denver Int'L. Apt)	

Carrier/	Northwest Airlines	Edit
Flight:	(NW) 7762	
Depart:	0945 - 27-Jun-03 - DEN- Denver, Co (Usa) (Denver Int'L. Apt)	Remove
Arrive:	1435 - 27-Jun-03 - CLE- Cleveland, Oh (Usa) (Hopkins Apt)	

Carrier/	Northwest Airlines	
Flight:	(NW) 5224	
Depart:	1600 - 27-Jun-03 - CLE- Cleveland, Oh (Usa) (Hopkins Apt)	
Arrive:	1712 - 27-Jun-03 - IAD- Washington, Dc (Usa) (Dulles Apt)	

Rental Car:	ADVANTAG	Edit
Pick-Up:	23-Jun-03 1130	Remove
Drop-Off:	27-Jun-03 1800	

Lodging:	Ramada Limited	Edit
Check-In:	23-Jun-03	Remove
Check-Out:	27-Jun-03	

Overview

Leave Profile	Edit
Return Per Diem Entitlements	
Arrive Payment Totals	

- Expense - Non-Mileage
- Expense - Mileage
- Accounting Codes
- Leave Profile
- Return Per Diem Entitlements
- Arrive Payment Totals
- Partial Payments
- Advances
- Preview
- Pre-Audit
- Digital Signature
- Expense - Non-Mileage

Proceed to the following page:

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Logged In As: [Louis Theodore](#)

Document Name: LTDENVERCO062303_V01

Screen ID: 1036.1

[Close Window](#)Traveler Name: [Louis Theodore](#)

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[Non-Mileage](#)[Mileage](#)

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your trip. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Click on the "Save Expenses" button to save these expenses.

Leave: 23-Jun-03 Return: 27-Jun-03

Add Expense

* Expense Type:	<div>Gasoline-POV</div>
- OR -	<div>Cancel Fee - Rental Car</div>
	<div>Commercial Auto</div>
	<div>DEBT UNDER 10 DOLLARS</div>
	<div>DEBT WAIVED</div>
* Cost:	<div>Dual Lodging Cost</div>
	<div>Excess Baggage</div>
* Date:	<div>Gasoline-POV</div>
(mm/dd/yyyy)	<div>Gasoline-Rental/Govt. Car</div>
* Method of Reimb	<div>GOVCC ATM ADVANCE FEE</div>
	<div>GOVCC ATM SERVICE FEE</div>
	<div>Government Auto</div>

[view/edit expense details](#)**Save Expense**

Expenses Summary

Expense Type	Date	Cost	
Registration Fees	06/23/03	\$350.00	Edit Remove
Parking - Airport	06/23/03	\$35.00	Edit Remove
GOVCC ATM ADVANCE FEE	06/23/03	\$3.00	Edit Remove
FedEx Fees	06/23/03	\$42.00	Edit Remove

Total Expenses: \$430.00

Proceed to the following page:

[Accounting Codes](#)**Continue**

Logged In As: [Louis Theodore](#)

Document Name: LTDENVERCO062303_V01

Screen ID: 1036.1

[Close Window](#)Traveler Name: [Louis Theodore](#)

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[Non-Mileage](#)[Mileage](#)

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your trip. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Click on the "Save Expenses" button to save these expenses.

Leave: 23-Jun-03 Return: 27-Jun-03

Add Expense* Expense Type:

- OR -

* Cost: \$ * Date: * Method of Reimbursement: [view/edit expense details](#)[Save Expense](#)

Expenses Summary

Expense Type	Date	Cost	
Registration Fees	06/23/03	\$350.00	Edit Remove
Parking - Airport	06/23/03	\$35.00	Edit Remove
GOVCC ATM ADVANCE FEE	06/23/03	\$3.00	Edit Remove
FedEx Fees	06/23/03	\$42.00	Edit Remove

Total Expenses: \$430.00

Proceed to the following page:

[Continue](#)

Logged In As: [Louis Theodore](#)

Document Name: LTDENVERCO062303_V01

Screen ID: 1036.1

[Close Window](#)Traveler Name: [Louis Theodore](#)

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[Non-Mileage](#)[Mileage](#)

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your trip. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Click on the "Save Expenses" button to save these expenses.

Leave: 23-Jun-03 Return: 27-Jun-03

Add Expense

* Expense Type:	<div>Paper Ticket Fee</div>
- OR -	<div>DEBT UNDER 10 DOLLARS</div>
	<div>DEBT WAIVED</div>
	<div>Dual Lodging Cost</div>
* Cost:	<div>Excess Baggage</div>
	<div>Gasoline-POV</div>
* Date:	<div>Gasoline-Rental/Govt. Car</div>
(mm/dd/yyyy)	<div>GOVCC ATM ADVANCE FEE</div>
	<div>GOVCC ATM SERVICE FEE</div>
* Method of Reimb	<div>Government Auto</div>
	<div>Hotel Room Tax</div>
	<div>Hotel Sales Tax</div>

[view/edit expense details](#)**Save Expense**

Expenses Summary

Expense Type	Date	Cost	
Registration Fees	06/23/03	\$350.00	Edit Remove
Parking - Airport	06/23/03	\$35.00	Edit Remove
GOVCC ATM ADVANCE FEE	06/23/03	\$3.00	Edit Remove
FedEx Fees	06/23/03	\$42.00	Edit Remove
Gasoline-Rental/Govt. Car	06/23/03	\$37.56	Edit Remove

Total Expenses: \$467.56

Proceed to the following page:

[Accounting Codes](#)**Continue**



Defense Travel System
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Non-Mileage](#) [Mileage](#)

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your trip. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Click on the "Save Expenses" button to save these expenses.

Leave: 23-Jun-03 Return: 27-Jun-03

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date:

* Method of Reimbursement:

[view/edit expense details](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	
Registration Fees	06/23/03	\$350.00	Edit Remove
Parking - Airport	06/23/03	\$35.00	Edit Remove
GOVCC ATM ADVANCE FEE	06/23/03	\$3.00	Edit Remove
FedEx Fees	06/23/03	\$42.00	Edit Remove
Gasoline-Rental/Govt. Car	06/23/03	\$37.56	Edit Remove

Total Expenses: \$467.56

Proceed to the following page:

Continue

Rental Car: Company: ADVANTAG **Comments to the Travel Agent:**
[Edit](#)
Cost: \$420.00
Location: DEN-Denver, Co
Pick-Up: 23-Jun-03 1130
Drop-Off: 27-Jun-03 1800

Lodging: Name: Ramada Limited **Comments to the Travel Agent:**
[Edit](#)
Cost: \$46.74 / Night
Check-In: 23-Jun-03 0900
Check-Out: 27-Jun-03 1300

Overall End Point

Itinerary: Leave From: DENVER,CO
[Edit](#) Return Location: RES: BURKE, VA
Arrive: 27-Jun-03

Expenses

Non-Mileage:	Number	Expense Type	Date	Cost	Method of Reimbursement
	Edit 1.	Registration Fees	06/23/03	\$350.00	GOVCC
	Edit 2.	Parking - Airport	06/23/03	\$35.00	PERSONAL
	Edit 3.	GOVCC ATM ADVANCE FEE	06/23/03	\$3.00	GOVCC
	Edit 4.	FedEx Fees	06/23/03	\$42.00	GOVCC
	Edit 5.	Gasoline-Rental/Govt. Car	06/23/03	\$37.56	PERSONAL
	Edit 6.	Hotel Room Tax	06/23/03	\$56.32	GOVCC
Total:				\$523.88	

Mileage:	Number	Expense Type	Date	Cost	Method of Reimbursement	Miles
	Edit 1.	Pvt Auto-Terminal	06/23/03	\$8.28	PERSONAL	23
	Edit 2.	Pvt Auto-Terminal	06/27/03	\$8.28	PERSONAL	23
Total:				\$16.56		

Accounting Summary

Accounting Code: 03GENERAL [Edit](#)
COM. CARR.-I: \$810.00
LODGING: \$243.28
MILE: \$16.56

My Profile - Microsoft Internet Explorer

FileEditViewFavoritesToolsHelp

BackForwardStopHomeSearchFavoritesMediaPrintCopyPastePrintAndGo

Addresshttps://dtsdcwebgov.defensestravel.osd.mil/cgi-bin/wspd_cgi.sh/WService=mts_EWTS01_ws_d/nu-profile1.w?vsess=zYrctnkkHbqnbvdaGo

Logged In As:Louis TheodoreDocument Name: LTDENVERCO062303_V01Screen ID: 1110.1Close Window

Traveler Name:Louis TheodoreDocument Type: VoucherHelp for this screen

Defense Travel System

A New Era of Government Travel

ItineraryTravelExpensesAccountingAdditional OptionsReview/Sign

ProfilePer Diem EntitlementsPayment TotalsPartial PaymentsAdvances

My Profile

> My Preferences> My Additional Information> My Account Information

Complete the information below

* Last Name :Theodore

* First Name :Louis

MI:

* Gender: ☐ N/A ☒ M ☐ F

SSN:047000108

Mailing

Address Line 1 :6549 Back Pack Loop

Address Line 2 :

City :Burke

State :VA

Lookup

Zip Code :22365

Home Phone:703-555-9992

Email Address:theodorel@osd.pentagon.mil

Residence

Residence City :Burke

Residence State :VA

Lookup

Emergency Contact

Emergency Contact :Duty Officer

Emergency Phone :703-555-5555

javascript:proceed('proceed','nu-vch-totals.w','');

Internet

Logged In As: [Louis Theodore](#)

Document Name: LTDENVERCO062303_V01

Screen ID: 1063.1

[Close Window](#)Traveler Name: [Louis Theodore](#)

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
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Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed

Total Expenses: \$ 2,146.40

Non-Reimbursement Expenses: \$ 0.00

Total Amount Claimed: \$ 2,146.40

Advance Information

Gov't Advance Outstanding: \$ 0.00

Gov't Advance Applied: \$ 0.00

Applied Amount: \$ 0.00

Net to Traveler: (Due Gov't if Negative) \$ 2,146.40

Government Charge Card Amount

Expenses on Gov't Charge Card: \$ 1,868.28

Gov't Charge Card ATM Advance: Add'l Gov't Charge Card Payment: \$ [Calculate](#)

Total Gov't Charge Card Amount: \$ 1,868.28

Payment Distribution

Pay to Gov't Charge Card: \$ 1,868.28

Pay to Traveler: \$ 278.12

Total Payment: \$ 278.12

Logged In As: [Louis Theodore](#)

Document Name: LTDENVERCO062303_V01

Screen ID: 1063.1

[Close Window](#)Traveler Name: [Louis Theodore](#)

Document Type: Voucher

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[Profile](#)[Per Diem Entitlements](#)[Payment Totals](#)[Partial Payments](#)[Advances](#)

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed

Total Expenses: \$ 2,146.40

Non-Reimbursement Expenses: \$ 0.00

Total Amount Claimed: \$ 2,146.40

Advance Information

Gov't Advance Outstanding: \$ 0.00

Gov't Advance Applied: \$ 0.00

Applied Amount: \$ 0.00

Net to Traveler: (Due Gov't if Negative) \$ 2,146.40

Government Charge Card Amount

Expenses on Gov't Charge Card: \$ 1,868.28

Gov't Charge Card ATM Advance: Add'l Gov't Charge Card Payment: \$ [Calculate](#)

Total Gov't Charge Card Amount: \$ 1,868.28

Payment Distribution

Pay to Gov't Charge Card: \$ 1,868.28

Pay to Traveler: \$ 278.12

Total Payment: \$ 278.12



Defense Travel System
A New Era of Government Travel

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[Profile](#) [Per Diem Entitlements](#) [Payment Totals](#) [Partial Payments](#) [Advances](#)

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed

Total Expenses: \$ 2,146.40

Non-Reimbursement Expenses: \$ 0.00

Total Amount Claimed: \$ 2,146.40

Advance Information

Gov't Advance Outstanding: \$ 0.00

Gov't Advance Applied: \$ 0.00

Applied Amount: \$ 0.00

Net to Traveler: (Due Gov't if Negative) \$ 2,146.40

Government Charge Card Amount

Expenses on Gov't Charge Card: \$ 1,868.28

Gov't Charge Card ATM Advance:

Add'l Gov't Charge Card Payment: \$ [> Calculate](#)

Total Gov't Charge Card Amount: \$ 1,993.81

Payment Distribution

Pay to Gov't Charge Card: \$ 1,993.81

Pay to Traveler: \$ 152.59

Total Payment: \$ 152.59

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed

Total Expenses:	\$ 2,146.40
Non-Reimbursement Expenses:	\$ 0.00
<hr/>	
Total Amount Claimed:	\$ 2,146.40

Advance Information

Gov't Advance Outstanding:	\$ 0.00
Gov't Advance Applied:	\$ 0.00
<hr/>	
Applied Amount:	\$ 0.00
Net to Traveler: (Due Gov't if Negative)	\$ 2,146.40

Government Charge Card Amount

Expenses on Gov't Charge Card:	\$ 1,868.28
Gov't Charge Card ATM Advance:	<input type="text" value="100.00"/>
Add'l Gov't Charge Card Payment:	\$ <input type="text" value="25.53"/> Calculate
<hr/>	
Total Gov't Charge Card Amount:	\$ 1,993.81

Payment Distribution

Pay to Gov't Charge Card:	\$ 1,993.81
Pay to Traveler:	\$ 152.59
<hr/>	
Total Payment:	\$ 152.59

Itinerary Overview

Travel

Expenses

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Proceed to the following page:

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Preview Trip - Microsoft Internet Explorer

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Media

Address

https://dtsdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_EWTS01_ws_d/nu-vch-totals.w

Go

Links

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Pre-Audit.

Overall Starting Point

Itinerary:

[Edit](#)

Leave From:

RES: BURKE, VA

Leave:

23-Jun-03

Comments to the Approving Official:

Location 1 - DENVER,CO

Itinerary:

[Edit](#)

Leave From:

RES: BURKE, VA

TDY/TAD Location:

DENVER,CO

Arrive:

23-Jun-03

Leave:

27-Jun-03

Air Travel:

[Edit](#)

Carrier:

United Airlines Inc. (UA)

Flight:

1135

Fare:

\$390.00

Depart:

IAD-Washington, Dc (Usa) (Dulles Apt)

23-Jun-03 0900

Arrive:

DEN-Denver, Co (Usa) (Denver Int'L. Apt)

23-Jun-03 1031

Comments to the Travel Agent:

SEAT PREFERENCE: 21H

Air Travel:

[Edit](#)

Carrier:

Northwest Airlines (NW)

Flight:

7762

Fare:

\$420.00

Depart:

DEN-Denver, Co (Usa) (Denver Int'L. Apt)

27-Jun-03 0945

Arrive:

CLE-Cleveland, Oh (Usa) (Hopkins Apt)

27-Jun-03 1435

Comments to the Travel Agent:

SEAT PREFERENCE: 6C

Air Travel:

Carrier:

Northwest Airlines (NW)

Flight:

5224

Depart:

CLE-Cleveland, Oh (Usa) (Hopkins Apt)

27-Jun-03 1600

Arrive:

IAD-Washington, Dc (Usa) (Dulles Apt)

27-Jun-03 1712

Done

Internet

Edit	4.	FedEx fees	06/23/03	\$42.00	GOVCC
Edit	5.	Gasoline- Rental/Govt. Car	06/23/03	\$37.56	PERSONAL
Edit	6.	Hotel Room Tax	06/23/03	\$56.32	GOVCC
Total:				\$523.88	

Mileage:

	Number	Expense Type	Date	Cost	Method of Reimbursement	Miles
Edit	1.	Pvt Auto-Terminal	06/23/03	\$8.28	PERSONAL	23
Edit	2.	Pvt Auto-Terminal	06/27/03	\$8.28	PERSONAL	23
Total:				\$16.56		

Accounting Summary**Accounting Code:** 03GENERAL [Edit](#)

COM. CARR.-I: \$810.00

LODGING: \$243.28

M&IE: \$189.00

MILEAGE: \$16.56

OTHER: \$427.00

REIM EXP: \$3.00

TRANSPORT: \$37.56

03GENERAL Sub \$1,726.40

Total:

Accounting Code: 03TRAINING [Edit](#)

RENTAL CAR: \$420.00

03TRAINING Sub \$420.00

Total:

Calculated Trip \$2,146.40**Cost:****Advances Summary**

No Advances Requested.

[Save And Proceed To PreAudit](#)

Proceed to the following page:

Pre-Audit

[Continue](#)

2.

Reason Flagged

→ DFLT PMT METHOD USED

METHOD - PERSONAL

Item Description→ Registration Fees ON
06/23/03 HAS PMT
METHOD OF GOVCC - NOT
USING DEFAULT PAYMENT
METHOD - PERSONAL*** Justification to Approving Official**

Authorized expense

3.

Reason Flagged

→ NON-CONTRACT FARE

Item Description

→ NON-CONTRACT FARE USED

*** Justification to Approving Official**

> Reason Codes

(C1) Scheduled contract fare flights are not
available in time to meet mission requirements or
use of contract service would require the traveler
to incur unnecessary overnight lodging cost which
would increase the total cost of the trip.

4.

Reason Flagged

→ OTHER EXPENSES

Item Description

→ Hotel Room Tax > 0

*** Justification to Approving Official**

CONUS Trip

5.

Reason Flagged

→ OTHER EXPENSES

Item Description→ INVALID EXPENSE - FedEx
Fees*** Justification to Approving Official**

Last minute conference materials

6.

Reason Flagged

→ OTHER EXPENSES

Item Description

→ Registration Fees > 300

*** Justification to Approving Official**

Per conference materials

Save And Proceed To Digital Signature

Proceed to the following page:

Digital Signature

Continue

Logged In As: [Louis Theodore](#)

Document Name: LTDENVERC0062303_V01

Screen ID: 1059.2

[Close Window](#)Traveler Name: [Louis Theodore](#)

Document Type: Voucher

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Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

*Submit this document as:

Additional Remarks:

[Submit Completed Document](#)

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Theodore, Louis	0

Document History

Status	Date	Time	Name	Remarks
CREATED	05/16/03	1518	Louis Theodore	

[View Reasons for Audit Failures](#)

Proceed to the following page:

[Continue](#)

Logged In As: [Louis Theodore](#) Document Name: LTDENVERCO062303_V01 Screen ID: 1059.2 [Close Window](#)
Traveler Name: [Louis Theodore](#) Document Type: Voucher [Help for this screen](#)



Defense Travel System
A New Era of Government Travel

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Preview](#) [Pre-Audit](#) [Other Auths.](#) [Digital Signature](#) [Trip Compare](#)

Digital Signature

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[Submit Completed Document](#)

Pending Routing Actions

Awaiting Status Change To	By
SIGNED	Theodore, Lou

Document History

Status	Date	Time	Name	Remarks
CREATED	05/16/03	1518	Louis Theodore	

[View Reasons for Audit Failures](#)

Digital Signature Login

You must log into your certificate to perform signature or encryption operations. Select your certificate's private key file. Then, enter your PIN or password in the space below and press the 'Enter' button. Press the 'Cancel' button to abort the login.

Key File:

☒ Remember Certificate File

Password:

[About DBsign](#)

OK

Cancel

Proceed to the following page:

[Continue](#)

Logged In As: [Louis Theodore](#) Document Name: LTDENVERC0062303_V01 Screen ID: 1055.1 [Close Window](#)
Traveler Name: [Louis Theodore](#) Document Type: Voucher [Help for this screen](#)



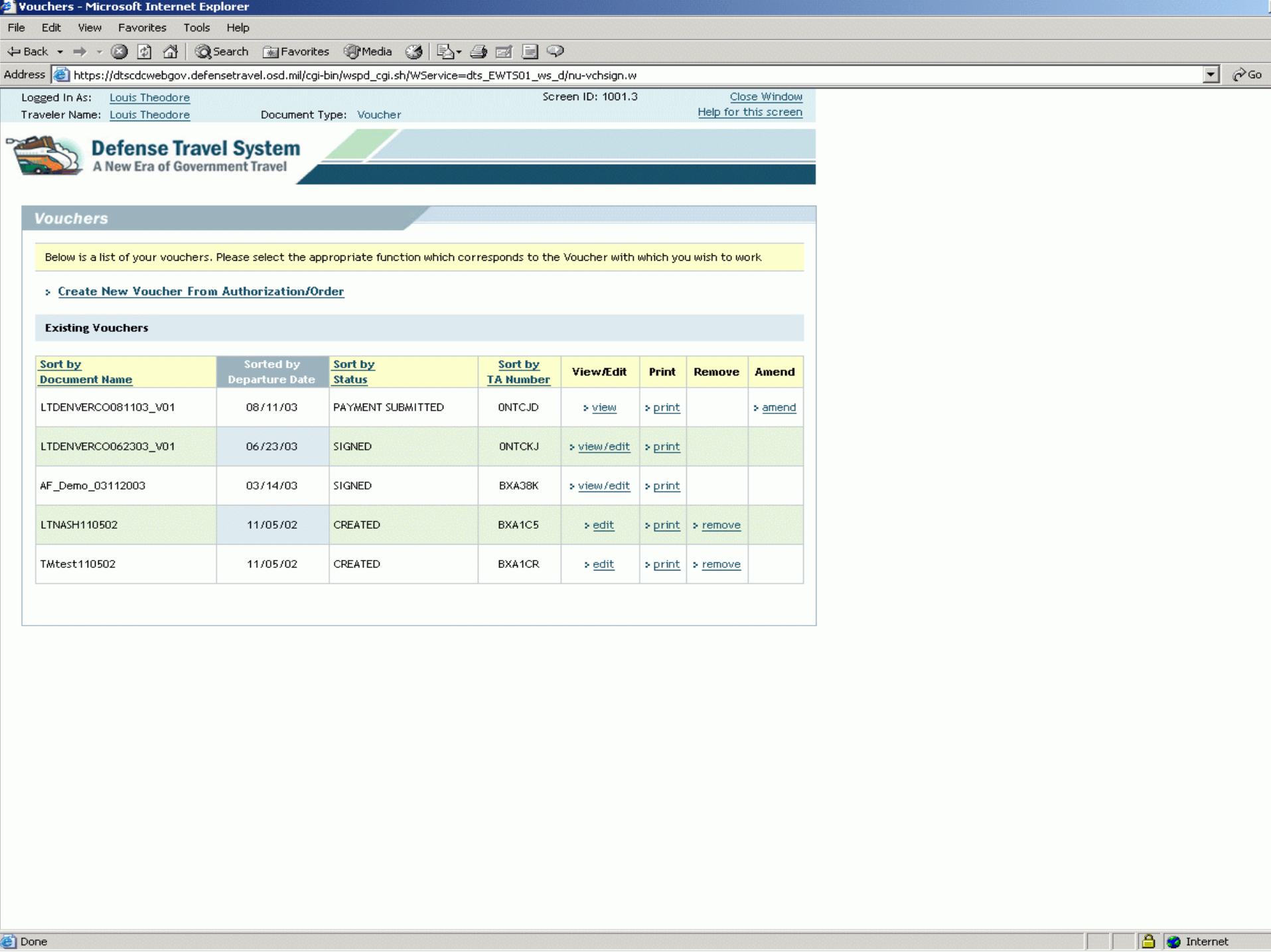
Defense Travel System

A New Era of Government Travel

Stamp Process

This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729

[Cancel](#)[Save and Continue](#)





Defense Travel System
A New Era of Government Travel

Logoff

You have been logged off. To be completely logged off of DTS, close all open web browser windows. Select the link below to close this window.

[Close window](#)



Defense Travel System

A New Era of Government Travel

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[Links](#)

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Welcome to the new era of government travel that can really take you places.



Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

BETA VERSION

First Time Users

Click below to learn more about DTS and the tools required for use.

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Training

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[EWTS](#)

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Washington, DC*

Navy, Chief Information Office

Chief of Naval Operations (OPNAV N4)

HQ, Marine Corps

HQ, Defense Finance & Accounting Service

Program Management Office-Defense Travel System (PMO-DTS)

Dept. of Defense Education Activity (DoDEA)

Defense Security Cooperation Agency (DSCA)

Richmond, VA**

Defense Supply Center (DSC) Richmond

Defense Travel System

Online TDY Travel



DTS is Available

Click on the icon to the left for details

Recent Updates

Here You'll Find Quick Links to Recently Added or Updated Documents on the DefenseTravel Site...

*1 [Bulletin 0045 - 13 May 2003](#)

*1 [Notification 05/14/03 - Scheduled Maintenance](#)

*1 [Notification 05/05/03 - The Enhanced Jefferson \(EJ\) DTS Enterprise Web Training System \(EWTS\)](#)

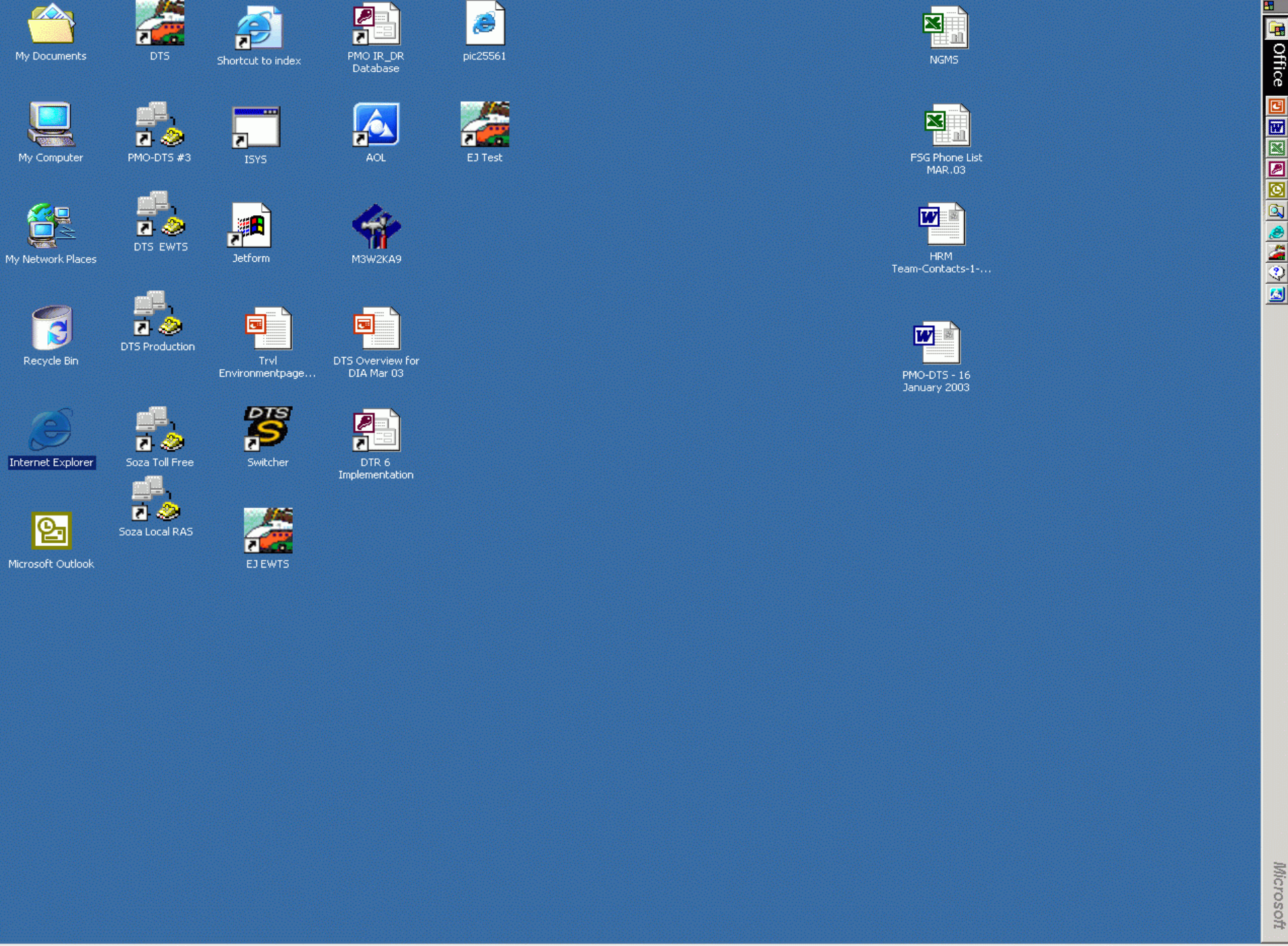
Flight Information

Follow the link below to view flight information

*1 [Flight and Airport Information](#)

Latest News

Read the Latest News About the Defense Travel System.



My Documents

DTS

Shortcut to index

PMO IR_DR
Database

pic25561

NGMS

My Computer

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ISYS

AOL

EJ Test

FSG Phone List
MAR.03

My Network Places

DTS EWTS

Jetform

M3W2KA9

HRM
Team-Contacts-1-...

Recycle Bin

DTS Production

Trvl
Environmentpage...

DTS Overview for
DIA Mar 03

PMO-DTS - 16
January 2003

Internet Explorer

Soza Toll Free

Switcher

DTR 6
Implementation

Microsoft Outlook

Soza Local RAS

EJ EWTS